

~~CONFIDENTIAL~~

Per 11-1

MEMORANDUM FOR: Chief of Administration
Office of the Deputy Director (Plans)

SUBJECT : Adjustment of Personnel Ceiling for the Office of
the Deputy Director (Plans)

1. You will recall that the Director's approval of Project [redacted] (in Section V, Paragraph C) provided that: "Assignment vacancies for required staff personnel will be provided by the DD/P within his current personnel authorization." It was estimated that seven staff employees would be required for this Project.

2. It is my understanding that Project [redacted] has been abandoned and, at about the same time, a Planning and Coordination Staff was established in the Office of the Director which will, among other things, carry out the function for which Project [redacted] was established.

3. Since the establishment of the Planning and Coordination Staff will obviate the need for assigning slots to Project [redacted] within the DD/P personnel ceiling, I recommend, subject to your concurrence, that seven ceiling positions be made available to the Office of the Director from the Office of the Deputy Director (Plans). An increase in the total number of Agency ceiling positions, which is most undesirable at this time, will therefore be eliminated.

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L. K. WHITE
Acting Deputy Director
(Administration)

Concur in the adjustment of personnel ceilings as recommended in Paragraph 3.

Chief of Administration
Office of the Deputy Director (Plans)

SA/DD/A:WEB:sh(30 Mar 54)

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